

STEP-BY-STEP STAFF-HIRING CHECKLIST

1. Hiring manager submits job description and Personnel Requisition Form to Human Resources (HR) director. If a new position, not a replacement, the senior vice president of finance and administration must first approve on the Personnel Requisition form.
2. HR director approves job description and compensation for the position.
3. Hiring manager and HR director or HR associate develops recruitment strategy. HR associate posts ads.
4. HR assistant receives, tracks, and sends acknowledgments to applicants.
5. HR director screens out unqualified applicants and forwards application materials and tracking sheets to hiring manager. (Please direct all applicant inquiries to HR.)
6. Hiring manager/hiring committee select and interviews candidates.
7. Candidates to be interviewed must be given a **Benefits Summary Sheet** and must complete a **CCA Employment Application**. Interviews must be based on relevant and legal interview questions. Candidates should be also told that normally increases in compensation happen on an annual basis, at the beginning of the fiscal year, to be included in the May paychecks. Generally, employees whose employment commences after January 31, or employees who have given notice of or actually terminated employment prior to May 15, are ineligible for the annual salary increases. (Contact HR director for assistance with developing interview questions or the interview process.)
8. HR director or hiring manager (after consultation with HR director) checks references of finalists. Hiring manager schedules finalists' second interview, accordingly.
9. Hiring manager and HR director agree on terms of offer for candidate.
10. Hiring manager completes and signs **Personnel Form** (new employee will sign the personnel form at the time of his/her new hire orientation with HR), completes and signs the **New Employee Technology Requisition and Datatel Access Requisition Form**, and submits packet, along with selected candidates résumé and application to the HR director, who **makes employment offer to candidate**.
11. Hiring manager returns all other application materials (including completed employment applications), interview questions, and notes to HR assistant, who sends appropriate notifications to applicants.
12. Upon receipt of above materials and acceptance of job offer, HR director sends confirmation letter to new hire, schedules new hire orientation, etc.
13. Hiring manager plans for new hire arrival—work station setup, new hire announcement, new hire orientation appointment with HR, training schedule, etc.